Your Requests

RECRUITING

NACCs plans are for FY19 Sec 852 funded billets.

How can commands can help NACC in executing the billets and possible a reshuffle

DAU/eDACM/AWTAP

Common reasons for DAWIA training disapprovals?

NADP WG member ability to view NADP DAWIA Transcripts in eDACM

NADP DAWIA certification process - in regards to routing.

OTHER BRIEFS

Recruitment best practices

Top 5 (or 10) things that NADP Supervisors or CFMs could do better (from the NACC's perspective)

Field Representative and CFM roles and responsibilities

PARKING LOT

Mentoring, Senior Projects and Telework

NACC 101

Presented by:

Naval Acquisition Career Center

Mechanicsburg, PA

Updated as of 07/26/2018

You Are Here

And Here

NACC History …

- **Started hiring pre-DAWIA … CON/LCL, BUS FY91, ENG FY94, IT FY98, FE FY01**
- **Name change in 2007 from Naval Center for Acquisition Workforce Development Programs**
- **Staff realigned from NETC to DON/AA in 2007**
- **eDACM Help desk established 2010 during insourcing push … FOC 2011**
- **DAWDF program established 2008**
- **Acquisition Initial Leadership Development – FY09**
- **Acquisition Journeyman Leadership Development – FY10**

32 Years and 11,623 Graduates
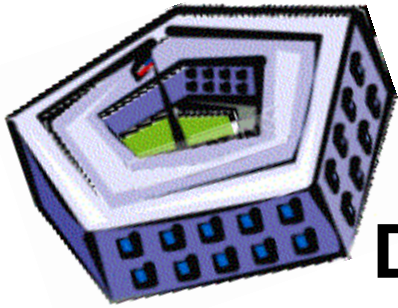
NACC Structure

DACM

Director, NACC

Cathy W. Spencer

| Acquisition Workforce Programs DAU-DAWIA AWTAP | NADP Recruiting | NADP Career Mgmt | ⭐ | Budget |

Mission Components

- **Acquisition Workforce Programs (Chris McKelvey)**
  - *eDACM Help Desk*
  - *Defense Acquisition University DON registration, travel, and travel budget management*
  - *Acquisition Workforce Tuition Assistance Program (AWTAP)*
  - *Acquisition Initial/Journeyman Leadership Development*
- **Naval Acquisition Development Program**
  - *Recruiting (Dave Mailander)*
  - *Career Management (Ron Fevola)*
- **Budget (VACANT)**
  - *DON/AA Staff*
  - *NETC*
  - *DAWDF*
- **DAWDF Program (Richard Bucher)**

NACC Stakeholders

- **OCHR – Stennis**
- **SYSCOMs – SEA, AIR, FAC, SUP, SPA, USMC, SSP, NCCA, IPO, ONR, & SSP**
- **NETC**
- **DON/AA**
- **OSD (HCI)**
- **DACM**
- **DAU**
- **Groups:**
  - *NADP Working Group*
  - *DAWDF Working Group*
  - *DPDs*

Uniqueness

- **Centralized Management**

- **Only DoN non-HR organization with ability to make tentative job offers … strictly for NADP**

- **Four UICs:**

  - *39721 – NETC NADP Program*

  - *48926 – DAWDF Funded NADP Program*

  - *42608 (MHA) / 50531 – NACC Staff*

- **Limited staff depth in some areas**

What is the NADP?

Hiring tomorrow's acquisition professionals

Three parts:

- *NADP Entry: GS 7/9 to FPL GS-12 upon graduation*
- *NADP Associate: mid career hires up to GS-13*
- *NADP Wounded Warrior GS-5 to Full Performance Level (FPL) GS-12 upon graduation*

- **Centralized hiring and career management**
- **Decentralized recruiting performed by SYSCOM**
- **Program is marketed via SYSCOM recruiters in the field and via print media (brochures and web presence)**
- **Annual hiring allocations established prior to beginning of Fiscal Year**
- **Entry Level program duration dependent upon education attainment, experience and job series**
- **Associates program length two years**
- **Program personnel work at host command sites**
- **Shared responsibility toward participant development**
- **Placement assured by SYSCOM at program graduation**
- **At program completion, Entry/Associates transfer to host command roles**

NACC CM Structure
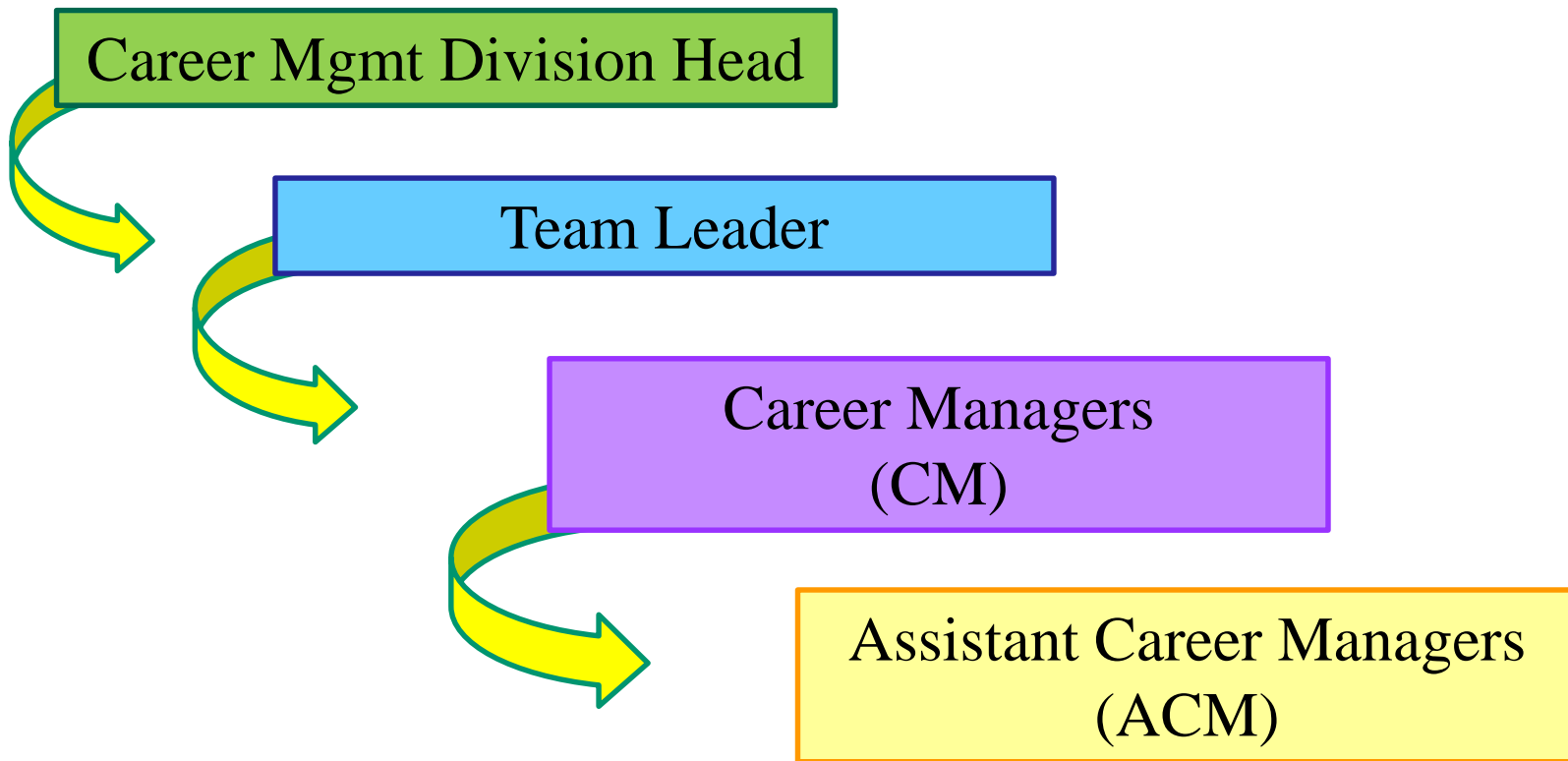
**Support to the NADP
From EOD to Graduation**

Career Mgmt Division Head

Team Leader

Career Managers
(CM)

Assistant Career Managers
(ACM)

PROVIDE SERVICE TO OVER 1000 NADP EMPLOYEES

NACC CM Structure

Support to the NADP
From EOD to Graduation

Career Mgmt Division Head

OVERSEES ALL ASPECTS OF THE NADP LIFE CYCLE

LEADERSHIP

FINISH

Defense Travel System
A New Era of Government Travel

Authorizing Official

PROVIDE SERVICE TO OVER 1000 NADP EMPLOYEES

NACC CM Structure

Support to the NADP
From EOD to Graduation

Career Mgmt Division Head

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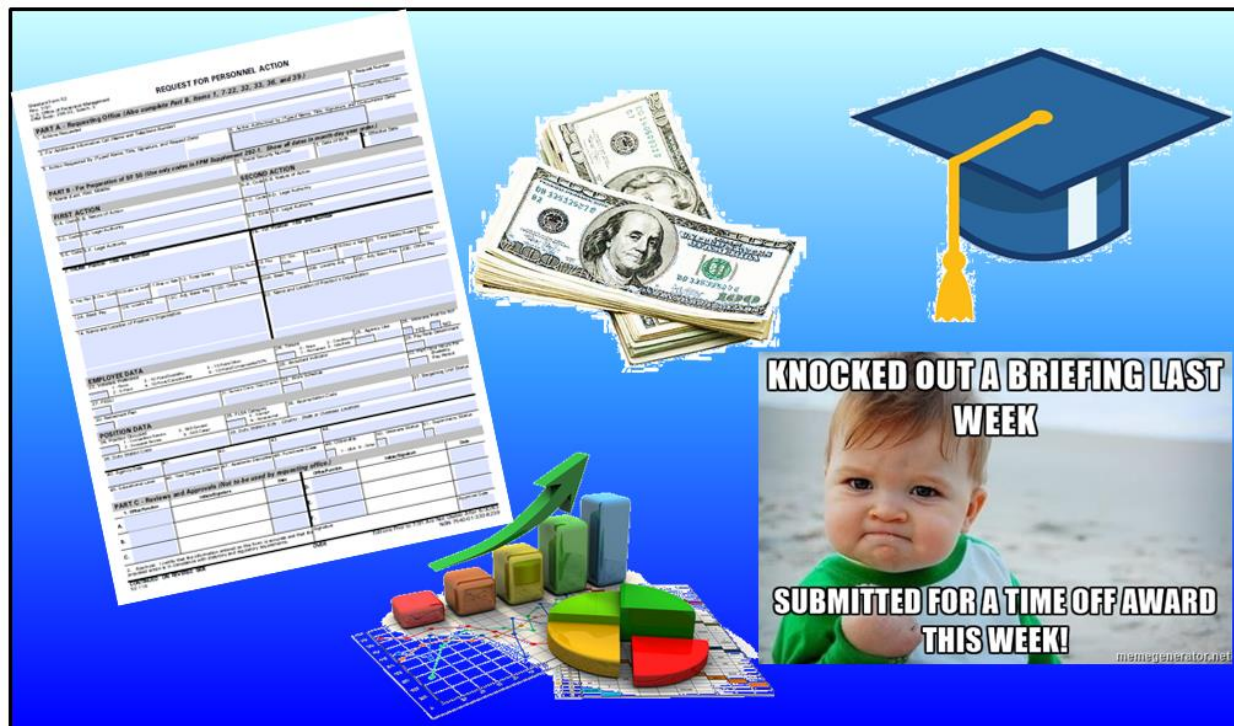
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PROVIDE SERVICE TO OVER 1000 NADP EMPLOYEES

13

NACC CM Structure

**Support to the NADP
From EOD to Graduation**

Leading the Development

NACC

of the Acquisition Workforce

Team Leader

Career
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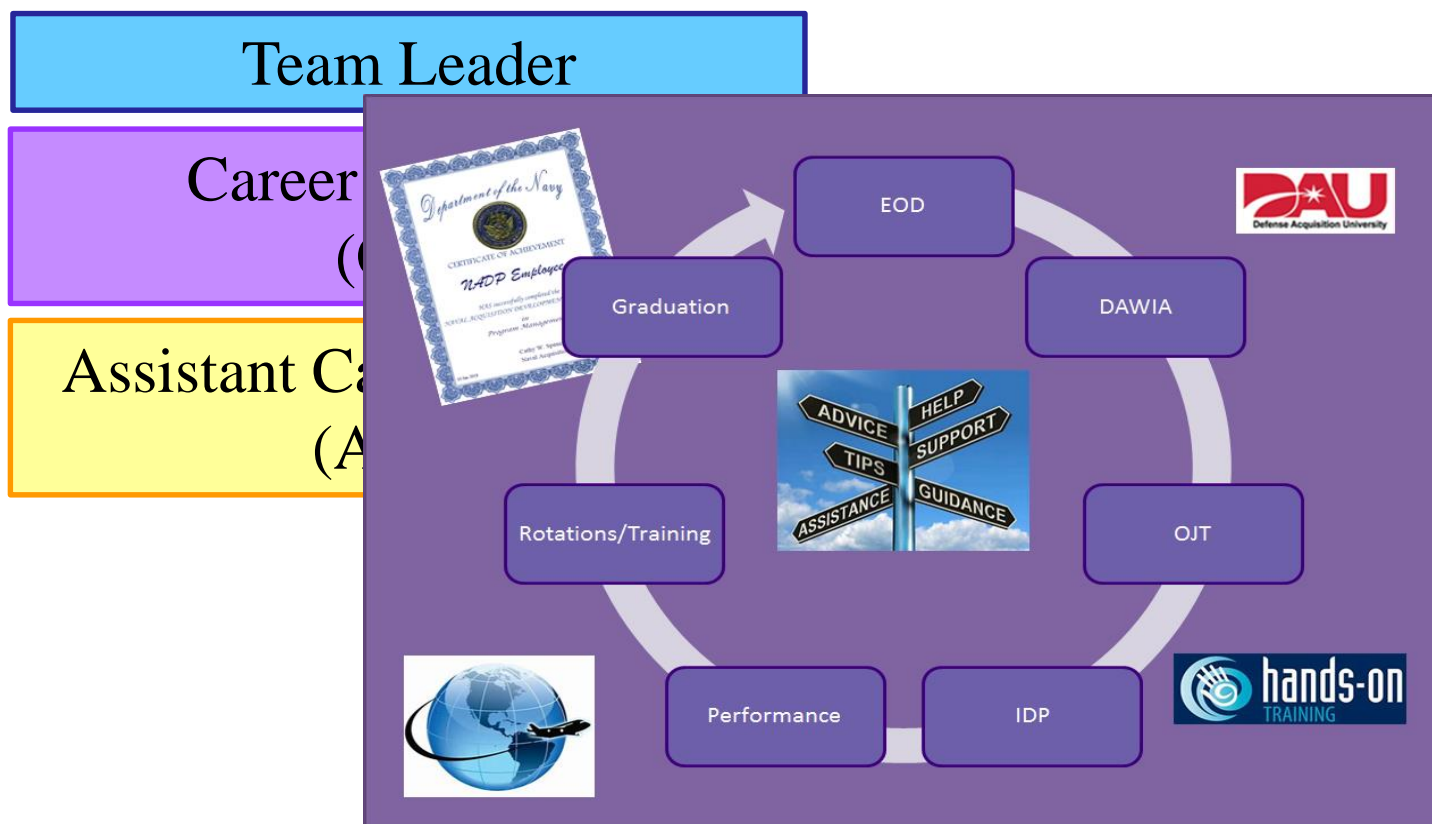
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PROVIDE SERVICE TO OVER 1000 NADP EMPLOYEES

NACC CM Structure

Support to the NADP
From EOD to Graduation

Assistant Career Managers

Defense Travel System
A New Era of Government Travel

AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING — Section A - TRAINEE INFORMATION — SF-182

DCPDS PORTAL

Personnel Actions – Like promotions

Answering your questions

PROVIDE SERVICE TO OVER 1000 NADP EMPLOYEES

Your NACC CM Team

NAVAIR

Stephanie Patton

Career Manager

Amanda Kreiser

Assistant Career Manager

Your NACC CM Team

NAVSEA
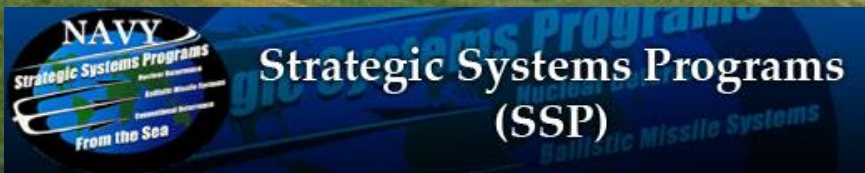NAVAL SEA SYSTEMS COMMAND

Shelly Best
Career Manager

John Ciotti
Assistant Career Manager

WARFARE CENTERS
NAVAL SURFACE WARFARE CENTER | NAVAL UNDERSEA WARFARE CENTER

Your NACC CM Team

Naval Center for Cost Analysis
GUIDING, STRENGTHENING, AND DIRECTING COST ANALYSIS IN THE DEPARTMENT OF THE NAVY

NAVFAC
Naval Facilities Engineering Command

DEPARTMENT OF THE NAVY · UNITED STATES MARINE CORPS

MSC

DEPARTMENT OF THE NAVY · INTERNATIONAL PROGRAMS OFFICE

NAVY Strategic Systems Programs
Strategic Systems Programs (SSP)
From the Sea

Jim Miller
Career Manager

Amanda Kreiser
Assistant Career Manager

Your NACC CM Team

Jim Miller
Career Manager

John Ciotti
Assistant Career Manager

Questions?

Back up Slides

AWP Division

eDACM

- **Portal to the Naval Acquisition Workforce Administration and Management Tools**
  - *DAU Registration – "RegisterNow II"*
  - *DACM MIS – Data Repository*
- **Army Training Requirements and Resources System (ATRRS)**
  - **Backbone for RegisterNowII and eDACM functions**
  - **Army G1 Contract with ASM; Navy Delivery Order to Army Contract**

DAU

- **DAU provides full range of certification, assignment-specific, targeted, and continuous learning training; establishes Certification Standards, educational equivalencies, and provides funding for prioritized travel.**
- **NACC interfaces with DAU as the Agency Training Office (ATO), Service Registrar, Service Travel Approval Authority, and Help Desk support.**
- **Daily Routine**
  - *Registration in DAU Classroom / Distance Learning Courses*
  - *Student Administration / Management data entry and validation*
  - *Travel Order approval and management, fiscal management*
- **Priorities**
  - *01: Training for Mandatory Certification Requirements at current level*
  - *02: Training for Mandatory Certification Requirements at next level*
  - *03: Training for subsidiary Certification or Core Plus education*
  - *04: Training for all other DON employees*
- **Special Projects**
  - *DTS for DAU Pilot for CON 090/PMT 352B and PMT 401*

DAU Classes

- **Classroom Courses offered by DAU:**
  - *Mandatory (Core) Certification Classes*
  - *Unique Position Training Standards*
  - *Core Plus Development Classes*
- **On-Line Courses offered by DAU:**
  - *Continuous Learning / Distance Learning classes*
- **On-Sites**
  - *Mandatory Certification classes held at Service Locations*
  - *Save Taxpayer Money and Command Time*
- **Allocations and Process**
  - *Annual Demand Forecast Project w/ SYSCOMs*
  - *Ten-Step process, December through May*
    - **SYSCOM's solicited for Input (demand signal, New Hires, etc.)**
    - **DAU Regions Resource Allocations Review**
    - **Service Discussions / "negotiations" w/ DAU**
    - **Go-Live Mid May for following FY**

DAU Operations

- Out-of-Cycle Requests: CURRENT year emergent requirements for an on-site that was not forecast
    - *DAU will entertain at all times*
    - *DAU resource-driven to be able to meet*
    - *Fairly good success rate – never hurts to ask*
- "Top Ten"
    - *Regular and recurring input to DAU from all Services to monitor trends and needs*
    - *Monthly Low Fill Meetings to Review*
- Travel
    - *eDACM issued DD 1610 and manual submissions of DD 1351-2 to DFAS*
    - *DTS is currently being PILOTED for CON 090/PMT 352B and PMT 401; looking at additional courses in the future (JAN 2017 FOC)*
    - *Use both O&M and DAWDF funds*
    - *DAU historically funds 70 to 80% of Priority 01 requirements (budget target)*
    - *Navy historically conservative with Travel; Pri 01 Only, SYSCOMs pay other, have always been able to fund 100% of Pri 01 students needing travel*

Naval AWTAP

- **Naval Acquisition Workforce Tuition Assistance Program (AWTAP)**
    - *Billets to support came from within NACC's current staffing.*
    - *Maximum amount of tuition assistance per fiscal year is $10K.*
    - *AWTAP eligibility shall not exceed five consecutive fiscal years.*
    - *Students agree to work in a DON AWF position one year after completion of their last course per their signed CSA.*
    - *AWTAP Policy is in eDACM for all to see.*

AWTAP HISTORY

- **Naval Acquisition Workforce Tuition Assistance Program (AWTAP)**
- **FY 93 thru FY 03**
  - *DACM provided AWTAP funding to commands for distribution within their command; commands reported quarterly execution to DACM.*
  - *NACC was given a very small pot of AWTAP funding for the "cats and dogs".*
- **FY 04 to Present**
  - *Due to perceived poor stewardship on part of commands; DACM decided that NACC would manage the entire program to include all funding.*
  - *Billets to support came from within NACC's current staffing.*
  - *NACC Local Policy published administrating Naval AWTAP.*
- **FY 13**
  - *On 2 Jan 2013, FY limit raised from $6,300 to $10,000.*
- **FY 14**
  - *On 1 May 2014, CSA requirement changed from 30 days of work within a DOD position to one year of work in a DON Acquisition Workforce position.*

eDACM Support Team

- **2005 - Contractor Operated "Register Now Help Desk" Lexington Park (PAX River) MD**
  - *7 staff on-site, 5 supporting from alt work locations in specialty roles (CL, AWTAP, HR/DCPDS, etc.)*
- **2010 – decision to "INSOURCE"**
- **January 2011 – eDACM Support Office IOC at NACC, FOC March 2011**
  - *5 employees (Team Ld, CL/AWTAP Support Specialist, 3 Support Assistants)*
- **Provide 'one stop shopping' for all AWF and Non-AWF questions and issues, eDACM support**
- **Manage AWTAP and CL Administration**
- **Point of Entry for all AWF and Non-AWF questions FFT to DAU Registration, DAU Help Desk, Contractor Support (eDACM, DACM MIS, ATRRS, ATLAS) Trouble Assistance; Documentation of areas of Customer Concern (FAQ's)**

Leading the Development

NACC

of the Acquisition Workforce

Daily Routine

- **Top Questions asked:**
  - *Profile Discrepancies / Access Request Form Issues - 40%*
  - *DAU Course Registration Issues – 20%*
  - *DAU Travel Submission Issues – 10%*
  - *Certification(s) Missing – 20%*
  - *Fulfillment / Equivalency Submissions – 10%*
- **Customer Satisfaction is Job One**
  - *Professional, accurate, timely, helpful and courteous*
  - *Tracking via REMEDY Customer Survey*
- **"Strongly Agree" rating:**
  - *2016: 98%*
  - *2015: 97%*
- **2016 Stats to date:**
  - *14,865 Trouble Tickets Processed*
  - *14,646 Trouble Tickets Closed*

Naval Leadership

- **2007 DACM awareness of USAF Program**
  - *Navy modeled curriculum after USAF*
- **Award November 2008 "Navy Leadership Challenge" ("AILD")**
- **Customer Feedback led to Leadership Course focused on next tier (first level supervisors)**
  - *AJLD awarded December 2011*
- **2012 Recompete combined AILD/AJLD**
- **2015 AILD/AJLD 5 year contract.**

NADP Recruiting

Significant Annual Dates

- **July: Allocations approved by DACM and released to SYSCOMS**

- **August: Recruiting plans due from SYSCOMS**

- **September:**
  - *First USA Jobs Announcements post for new FY*
  - *NACC – OCHR Service Center Summit*

- **October:**
  - *First EOD's for new FY*

- **January: Last opportunity to post USA JOBS Announcements for current FY**

Role	Responsibility	Reports to
Recruiting Division Head	Oversees and executes the annual NADP hiring plan. Responsible for entire process and functions of NADP recruiting and security.	Director
Recruiting Team Lead	Leads placement reps in day to day execution of NADP hiring actions. Works with internal organization to ensure consistency between Career Management and planning.	Division Head
Placement Rep	Works with assigned customer commands to recruit and place new employees. - Works with OCHR to establish GS level for newly hired employees. - Builds recruiting events, issues and processes selection certificates with USA Staffing. - Makes job offers, coordinates new employees' entrance-on-duty and creates initial recruit/fill Request for Personnel Action (RPA).	Division Head/Team Lead
Security Specialist	Responsible for the administration of all employee security clearances and advises on procedures for adverse security determinations. - Coordinates all employee security issues with the respective homeport security office as appropriate. - Provides visit request information to gaining security.	Division Head

SYSCOM Relationships

SYSCOM Role	Responsibility	Work with at NACC
Recruiting Working Group Member	Focal point for NADP program. Facilitates policy, execution, onboarding. Command Single Point of Contact.	Division Head/Team Lead
Hiring Manager/Selecting Official	Executes NADP hiring plan for SYSCOM. Make selections in USA Staffing. Ensures time gates are met for processing via OCHR.	Division Head/Team Lead/Working Group Member
Wounded Warrior/Special Emphasis Staff	Works internal and external staff on all name select nomination packages for NADP Wounded Warrior and other veteran actions. Validates requirements with program specifics.	Division Head/Team Lead/Working Group Member
Local HR/Command Staff	Responsible onboarding support, security support and local guidance at homeport.	Division Head/Team Lead/Placement Reps/Security

Allocation Process

- **SYSCOM provides demand signal to DACM**
- **Allocation breakout based on need and budgetary constraints**
- **Initial allocation sent to SYSCOMs to formulate hiring plan based on Career Field, Series, etc…**
- **Reviews held during the year to adjust if necessary**
- **Commands submit change requests to NACC Director and DACM during the year**

Contingencies

- **Mobility Agreement**
  - *Must be signed before Entrance on Duty (EOD)*
- **GPA (Qualifications)**
  - *Quals must be reviewed prior to release of Final Offer by OCHR…final transcripts*
- **Security**
  - *E-QIP (SF 86) reviewed prior to EOD to ensure individual meets the provisions of SECNAV M-5510.30 and is eligible for security clearance (Secret)*
- **On Boarding Manager**
  - *All onboarding documents are supplied and maintained within secure system, for processing to OCHR Stennis*

Pay Setting

Program, Series, and Grade level	Base Salary	Program Length (in years)
NADP Entry – All positions except 8XX and 1550		
GS-5 (NADP-WW program) Bachelors Degree; or 1 year specialized experience equivalent to the GS-4 level; or 3 years generalized experience	GS-5 step 1	4
GS-7: Bachelors Degree with Superior Academic Achievement(SAA) or 1 year specialized experience equivalent to the GS-5 level	GS-7 step 1	3
GS-9: Masters Degree (directly related) or 1 year specialized experience equivalent to the GS-7 level	GS-9 step 1	2
NADP Entry – Engineer (8XX)		
GS-5 (NADP-WW program) Bachelors Degree; or 1 year specialized experience equivalent to the GS-4 level; or 3 years generalized experience	GS-5 step 1	4
GS-7: Bachelors Degree with Superior Academic Achievement(SAA) or 1 year specialized experience equivalent to the GS-5 level	GS-7 step 10	2.5
GS-9: Bachelors Degree with 2 years of related graduate education or 1 year specialized experience equivalent to the GS-7 level	GS-9 step 3	2
GS-9: Masters Degree (directly related)	GS-9 step 6	2
NADP Entry – Computer Scientist (1550)		
GS-5 (NADP-WW program) Bachelors Degree; or 1 year specialized experience equivalent to the GS-4 level; or 3 years generalized experience	GS-5 step 1	4
GS-7: Bachelors Degree with Superior Academic Achievement(SAA) or 1 year specialized experience equivalent to the GS-5 level	GS-7 step 10	3
GS-9: Bachelors Degree with 2 years of related graduate education or 1 year specialized experience equivalent to the GS-7 level	GS-9 step 3	2
GS-9: Masters Degree (directly related)	GS-9 step 6	2
Naval Acquisition Associates Program (NAAP) –All Positions		
GS-12 to 13: Education and experience based on Occupational Series and requested level.	Based on Command Request , Maximum GS-13 Step 10	2

• Grade level determination is based upon the certificate of eligible's an applicant is chosen from
• Current federal employees will be subject to grade and pay retention rules as per Title 5 Code of Federal Regulations (5CFR)
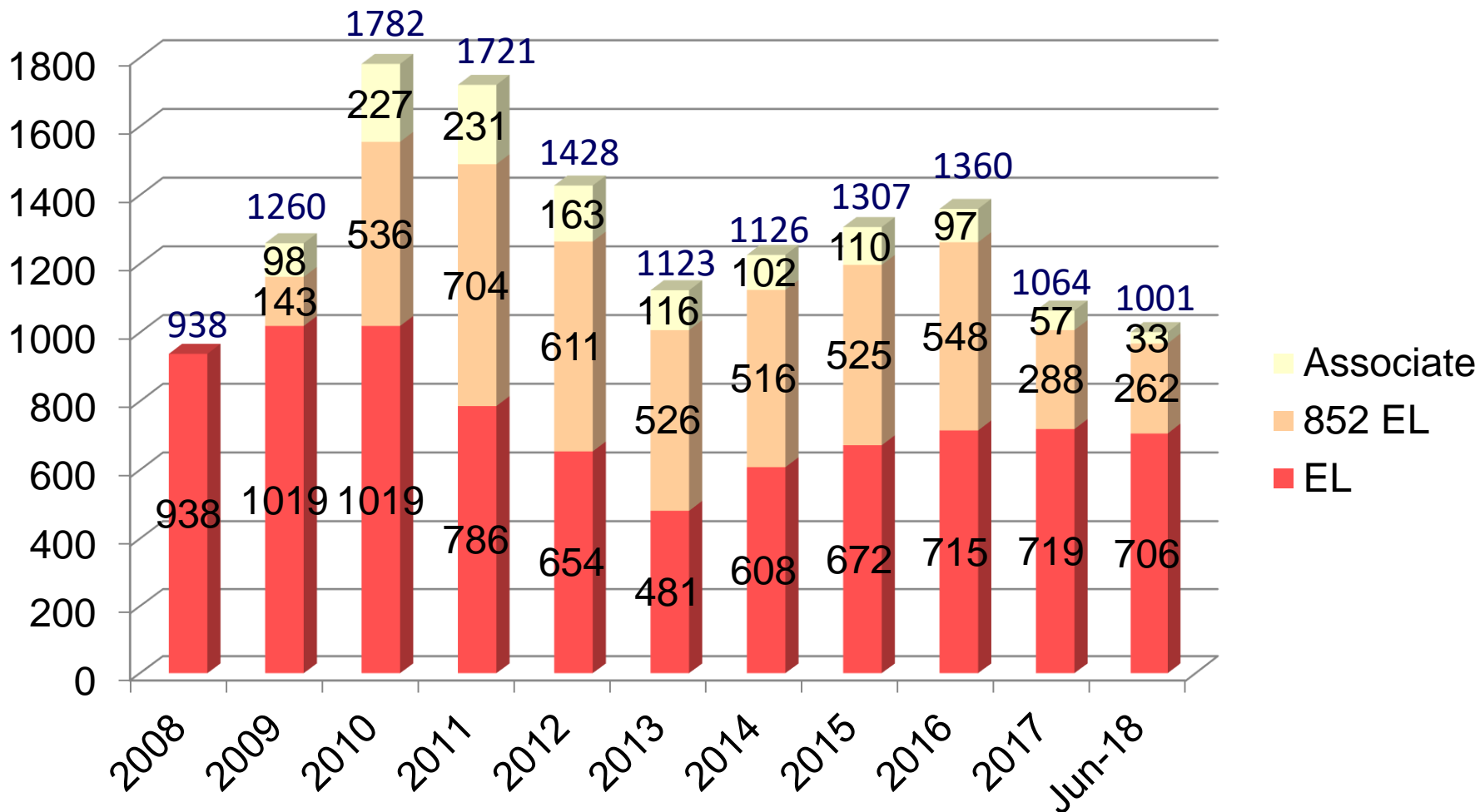
Career Management

Responsibilities

- **Responsible for the career management and career services for almost 1,100 Entry Level and Associate Employees in the NADP…rising to 1,500+**

- **Provide guidance, consultation, and assistance concerning career management and career services matters with the Employees and Career Field Managers**

- **Work closely with servicing HRO and OCHR to facilitate Customer commands and Employee requirements**

NACC

of the Acquisition Workforce

9/10/2018

Program End Strength Chart

Leading the Development
NACC
of the Acquisition Workforce

Year	EL	852 EL	Associate	Total
2008	938			938
2009	1019	143	98	1260
2010	1019	536	227	1782
2011	786	704	231	1721
2012	654	611	163	1428
2013	481	526	116	1123
2014	608	516	102	1126
2015	672	525	110	1307
2016	715	548	97	1360
2017	719	288	57	1064
Jun-18	706	262	33	1001

Legend:
- Associate
- 852 EL
- EL

9/10/2018

Master Development Plans

- **Built by the Career Field Leadership**
  - *Career Field Competencies (OJT)*
  - *Rotational Assignments*
  - *Technical Training*
  - *Leadership Training (AILD / AJLD)*
  - *DAWIA Certification, Level I & II Reqd*
  - *Program Reviews*
  - *Professional Development Training*
  - *Senior Project*
    - **Demonstrate a comprehensive understanding of the career field on a macro-basis**
    - **Share experiences which may enhance subsequent entry level employees' development program**
    - **Gain experience in written and oral communication with Executive-level personnel**
  - *Local Command driven requirements can be added*
  - *Command can not eliminate requirements in MDP*
- **MDP Summary**
  - *1 page summary of the larger MDP document*
  - *Summary is provided to NACC annually to show employee progress*
  - *Main MDP document managed locally by employee/CFM*

Naval Acquisition Development Program (NADP) Individual Development Plan (IDP) Summary - Entry Level Employee
Engineering (ENG) Career Field

Employee:	Location:	Command:

1. Competency Development: As identified on the multi-page NADP IDP.

2. Program Dates

Start/Entry on Duty (EOD)	
Promotion 1	
Promotion 2 (if applicable)	
Promotion 3 (4 Year NADP-WW only)	
Graduation	

3. Rotational Assignments. (2 Required. *If travel funding is required, NACC will fund the cost of 1 rotational assignment within program constraints. Homeport command funds travel cost overruns and any costs for additional rotational assignments.)

Command/Location (include city and state)	Planned Dates		Dates Rotation Performed	
Internal:		-		-
External*:		-		-

4. DAWIA Training Requirements (See Core Certification Standards at http://icatalog.dau.mil.) You must apply for certification in eDACM.

Certification (field for comments)	Date Certified	
Level 1		
Level 2		
Additional DAU Courses (Not funded by DAU or NACC. Not continuous learning module.)	Course Code	Date Completed
One Additional 100 Level DAU Course (see MDP Guidance)		
One Additional 100 or 200 Level DAU Course (see MDP Guidance)		

5. Other Training Requirements *NADP Orientation Training not required for employees onboard prior to July 2012.

Training (Field for comments/course information)	Date Started	Date Completed
NADP Employee Orientation Training (online via TWMS)*		
Acquisition Initial Leadership Development (AILD) (NACC funded)		
Technical Training Course (Command funded)		
Technical Training Course (NACC funded)		
NADP Training Symposium (NACC funded)		
Program Review (NACC funded)		

Submit updated IDP Summary with new signatures and dates to NACC Assistant Career Manager (ACM):
- Within 45 days of EOD
- 45 days prior to a promotion
- 90 days prior to graduation

The signatures below acknowledge that you are aware of all NADP requirements and have read the policies outlined in the NADP Operating Guide and on the NADP website. Your signature below further indicates that you verify the information on this form is accurate and correct.

Type Name	Sign	Date Signed
Employee		
Supervisor		
CFM		
Receipt acknowledged by NACC Career Manager		

V2.2 - 1 October 2014

DAWIA Uniqueness

- **All NADP employees are expected to graduate the program certified DAWIA level II in their career field**
- **BUS-CE and BUS-FM exempt due to requirement to have 4 years experience… still required to complete all course by graduation**
- **BUS-FM are required to attain a separate FM Certification process within two years of EOD or request a time waiver**
- **NADP employees must take all classes required to become level I certified prior to taking level II classes**
- **Subsidiary certifications discouraged… approvals can only come AFTER employee has been level II certified in their primary career field**

9/10/2018

Rotations & Travel

- Each employee must complete at least 1 internal and 1 external rotation
- Look for DON opportunities 1st… then DOD
- Private Industry and Legislative Branches are prohibited
- Up to 90 Days with a limit of $20,000
- Typically executed after being in the program between 12 and 30 months
- Most common are HQ's to Field Activities and vice versa
- NACC announces 2 open seasons annually allowing NADP employees to request and schedule their NACC funded rotational assignments
- NACC pays for NADP required travel for training purposes
- Local Command pays for "programmatic" job related travel
- Commands own employee in DTS and issues the GTCC
- NACC uses DTS Cross Org process to review, certify and approve DTS authorizations / vouchers
  - *Rotations, Technical Training, AILD / AJLD, NADP Training Symposium*
- Travel to the State Dept's list of areas of danger or war zones are not authorized for NADP Entry Level Employees

Graduation Requirements

		*BUS-CE	*BUS-FM	CON	ENG	FE	IT	LOG
DAWIA Training (See DAU for Career Field Course Requirements for Certification)								
Level I		☒	☒	☒	☒	☒	☒	☒
Level II		☐	☐	☒	☒	☒	☒	☒
*BUS-CE & BUS-FM not required to be Level II certified at graduation but must have Level II courses completed								
Rotational Assignements								
Internal		☒	☒	☒	☒	☒	☒	☒
External		☒	☒	☒	☒	☒	☒	☒
Senior Project								
Required		☐	☐	☐	☐	☒	☒	☒
Optional (See CFM)		☒	☒	☒	☒	☐	☐	☐
Other Training								
NADP Web Based Training		☒	☒	☒	☒	☒	☒	☒
NADP Training Symposium		☒	☒	☒	☒	☒	☒	☒
Management Training Course (AILD)		☒	☒	☒	☒	☒	☒	☒
NACC Funded Program Review		☐	☐	☐	☐	☐	☒	☒
Command Funded Program Review		☐	☐	☐	☒	☐	☒	☒
Professional Development Training (Required)		☐	☐	☐	☐	☐	☒	☒
Professional Development Training (Optional)		☐	☐	☐	☐	☒	☐	☐
Command Funded Technical Training Course		☒	☒	☒	☒	☒	☐	☐
NACC Funded Technical Training Course		☐	☐	☐	☒	☒	☐	☐
Additional DAU courses *One 100 Level DAU course *One 100 or 200 DAU Level course		☐	☐	☐	☒	☐	☐	☐
See MDP for Formal Training Requirements								

Communication Tools

- **Email Distribution Lists**
  - *All Employees*
    - **By Command**
    - **By Career Field**
  - *Career Field Managers (CFM's)*
  - *Working Group Members*
- **Bulletin Board on the NADP web site**
  - *Secondary source repository*
- **Web Site**
- **Quick Reference Guides**
- **Web Based Training for NADP program**
  - *Employee centric training*
  - *CFM centric training*

SYSCOM Expectations

- **NADP is a pool of future acquisition professionals to keep up with workforce attrition**

- **Time to train new personnel without encumbering existing billets or worrying about training costs / salary**

- **Use of DAWDF to assist with growing acquisition workforce (Entry Level and Associates) when and where needed**

9/10/2018

Joint Structure

- **Command**
  - *Local Supervisors*
  - *Career Field Managers (CFM)*
    - These are NACC's primary POC's
    - Must be level III certified in the career field
    - Must be on site with NADP employee
    - Sometimes a supervisor is also the CFM
  - *NADP Coordinators*
    - Typically used at local commands to ensure administrative procedures and/or completing NADP requirements are carried out
  - *Senior CFM's*
    - Typically at larger command HQ's
  - *Working Group Member*
    - Single command NADP POC at the NACC Career Management division head level

9/10/2018

Policies

- **In addition to DoD and DoN policies, NACC has local policy/instruction we maintain for the NADP and Acquisition Workforce**
  - *DAWIA Operating Guide: Policy and procedures for all acquisition workforce members to follow*
  - *NADP Operating Guide: Operating procedures that NADP employees and local Career Field Managers (CFM's) use to navigate the NADP program*
  - *Payroll Guide: Operating procedures for employees and CFM's to follow regarding all pay issues*
  - *Quick Reference Guides: Pocket editions of NADP policies for Entry Level, Associates, and CFM's*

9/10/2018

Budget

Responsibilities

- **Budget Development and Execution:**
  - *Naval Acquisition Development Program (NADP)/NETC*
  - *Naval Acquisition Career Center (NACC)/DONAA*
  - *Defense Acquisition Workforce Development Fund (DAWDF/Sec 852)/NETC and DONAA*

- **Acquisition Workforce Tuition Assistance Program (AWTAP)/NETPDC**

- **SLDCADA (Payroll)/DFAS**

- **Acquisition Workforce Program (AWP) Initiatives/NETC**

Significant FY Events

- **Tri-Annual Review - October**
- **PRESBUD - January**
- **Initial Allocation Review - January (DON/AA)**
- **Tri-Annual Review - February**
- **Midyear Review - March**
- **Secretariat Review Board - April (DON/AA)**
- **DON Budget - May**
- **Tri-Annual review - July**

Budget Summary

- **NACC has a unique mission**
- **Not a BSO and not staffed accordingly**
- **Most of Budget work is pure operational in nature – not analytical**
- **Numerous financial systems/numerous opportunities for disconnects**
- **Lots of human interaction/lots of opportunities for miscommunication**